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STANDARDIZED PROCEDURE FOR SYSTEM SAFETY INPUT TO THE
DEFENSE TECHNICAL INFORMATION CENTER (DTIC)(U) NAVAL
SAFETY CENTER NORFOLK VA R P KINZEY ET AL JAN 87

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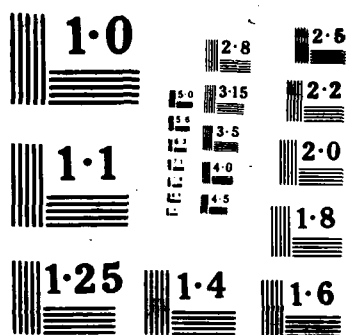
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JSSC TR-1
JANUARY 1987

JOINT SERVICES SAFETY CONFERENCE
SYSTEM SAFETY PANEL

STANDARDIZED PROCEDURE
FOR SYSTEM SAFETY INPUT TO THE
DEFENSE TECHNICAL INFORMATION CENTER (DTIC)

By:
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For The Joint Services Safety Conference (JSSC)

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SUMMARY

Considerable system safety safety hazard analysis reports are developed under USA, USN, and USAF contracts and project orders. These reports are not always being submitted to DTIC. System safety reports in DTIC are not easy to retrieve using system safety engineering and management terminology. The purpose of this guide is to provide standard procedures and terminology for submitting system safety reports to DTIC for subsequent data retrievals.



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TABLE OF CONTENTS

	Page
Summary	i
Introduction	1
System Safety	1
DTIC System	1
Standardized Procedure	3
DTIC Assistance	4
References	4
Figure 1, DD Form 1473, Report Documentation Page	
Figure 2, DTIC Form 50, DTIC Accession Notice	
Figure 3, Subject and Field Structure	

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1. Introduction: Currently, there are no standardized key words for system safety reports being submitted to the Defense Technical Information Center (DTIC). Retrieval of this data without key words requires DTIC to conduct extensive text searches to locate specific hazard analyses or other system safety reports. This procedure creates considerable time delays in obtaining historical data and generates excessive costs. To reduce costs and time, this technical report has been prepared to standardize key words and phrases for inputting system safety related data to DTIC.

2. System Safety: System Safety is defined by MIL-STD-882B, System Safety Program Requirements, as the application of engineering and management principles, criteria, and techniques to optimize safety within the constraints of operational effectiveness, time, and cost throughout all phases of the system life cycle.

A system is a composite, at any level of complexity, of personnel, procedures, materials, tools, equipment, facilities, and software. The elements of this composite entity are used together in the intended operational or support environment to perform a given task or achieve a specific production, support, or mission requirement.

3. DTIC System:

a. General. The Defense Technical Information Center (formerly Defense Documentation Center) is a component for the DoD scientific and technical information program. DTIC contributes to the management and conduct of Defense research and development efforts by providing access to, and transfer of, scientific and technical information for DoD personnel, DoD contractors and potential contractors, and other U.S. Government agency personnel and their contractors.

The DTIC provides access to planned, ongoing, and completed research activities through the following four data bases:

(1) The Program Summary (PS) Data Base consists of projects which forecast and propose future research efforts.

(2) The Research and Technology Work Unit Information Center (WUIS) Data Base contains research projects on work unit level that are currently being performed by DoD and NASA or under DoD contract.

(3) The Technical Report (TR) Data Base consists of bibliographic citations to documents that convey progress or results of Defense sponsored Research, Development, Test, and Evaluation (RDT&E) efforts.

(4) The Independent Research and Development (IR&D) Data Base contains descriptions of research projects currently in progress in industry which may have future applications to -- and compete for -- DoD contracts. IR&D records are generally considered proprietary information.

Currently, DTIC holdings include well over one million technical reports under computer control and an additional 300,000 documents available for manual searching. Because of the immense size of the data base, it is important that system safety personnel have a systematic method for inputting and retrieving data. A standardized set of key words, phrases, and procedures will provide that systematic method.

b. Data Input. DTIC Handbook for Users of the Defense Technical Information Center, DLAH 4185.8, provides a good guide on how to use the system and input data. In summary, reports are prepared in accordance with MIL-STD-847B format requirements. Fill out a DD Form 1473, Report Documentation Page (sample in Figure 1), and submit this form and two copies (follow appropriate security guidelines) of the report to:

Defense Technical Information Center
ATTN: DTIC-FDAC
Cameron Station
Alexandria, VA 22304-6145

Obtain MIL-STD-847B and DD Forms 1473 from:

- Contract or project officers
- Technical libraries (normally)
- Focal points for military offices:

Air Force AF Publications Distribution Center
 2800 Eastern Boulevard
 Baltimore, MD 21220-2898

Army Army publications channels

Navy Naval Publications & Forms Center
 5801 Tabor Avenue
 Philadelphia, PA 19120-5002

If you wish to be informed of the AD number assigned to the report, forward a completed DTIC Form 50, DTIC Accessions Notice (Figure 2), along with the DD 1473.

3. Standardized Procedure:

a. Terminology. To correct the current problem involving submittal, identification, and retrieval of system safety related data from the Defense Technical Information Center, use the following procedure for filling out DD Form 1473 (detailed instructions are on the back of the form):

Blocks 1a - 7b - Self-explanatory

Block 8a - as appropriate, unless prepared for the JSSC System Safety Panel. If so, use "Joint Services Safety Conference."

Block 8b - 16 - As appropriate

Block 16 - (Supplementary Notation) - If prepared for the JSSC, use "prepared in cooperation with the Joint Services Safety Conference System Safety Panel." The JSSC is sponsored by the Service Safety Centers, U.S. Coast Guard Headquarters, and OASD (FM&P/S&OH).

Block 17 - (See procedure below)

Use the subject field and group structure listed in Figure 3. as appropriate. Leave the subgroup block blank.

For general use system safety engineering or management reports, use field 15 (military sciences) and group 05 (logistics, military facilities, and supplies). This field/group deals with logistics planning, procurement practices, and preventive measures. Therefore, it is appropriate for inclusion of general system safety engineering and management reports. Field 13 (mechanical, industrial, civil, and marine engineering) and Group 12 (safety engineering) should be specified as the second field and subgroup.

Block 18 - (Subject)

(1) Preface key words, phrases, and subphrases with the following phrase: "Please use the following posting terms in the order listed: System Safety, . . ."

(2) Use the Data Item Description (DID DD Form 1664) title as the key phrase; DI-SAFT-80101 (System Safety Hazard Analysis Report), DI-SAFT-80102 (Safety Assessment Report), and DI-SAFT-80106 (Occupational/Health Hazard Assessment Report).

(3) DI-SAFT-80101 should be broken down into the following phrases:

- (a) Preliminary Hazard Analysis (PHA) Report
- (b) Subsystem Hazard Analysis (SSHA) Report
- (c) System Hazard Analysis (SHA) Report
- (d) Operating and Support Hazard Analysis (O&SHA) Report

(4) For reports not covered by a Data Item Description (DID), use accepted system safety terminology.

Block 19 - (Abstract): Be sure to include the term(s) system safety, system safety engineering, or system safety management as part of the abstract.

Block 20 - 22 - Self-explanatory

4. DTIC Assistance: The Defense Technical Information Center (DTIC) is ready to offer assistance to anyone who needs and requests it. Call Data Base Input Division, Autovon: 284-7044 or Commercial: (202) 274-7044.

5. References:

DLAM 4185.18, Defense RDT&E Online System Dial-up Retrieval Self-Training Manual of Oct 86

DLAM 4185.16, Certification and Registration for Access to DOD Scientific and Technical Information of Oct 86

DTICH 4185.7, DTIC Retrieval and Indexing Terminology of Jan 87 (AD-A176 000)

DTIC/TR-86/16, Subject Categorization Guide for Defense Science and Technology of Oct 86 (AD-A172 650)

DLAH 4185.8, Handbook for Users of the Defense Technical Information Center of Dec 85

Instructions for Preparation of Report Documentation Page (Part of DD Form 1473)

MIL-STD-847B, Format Requirements for Scientific and Technical Reports Prepared by or For the Department of Defense

MIL-STD-882B, System Safety Program Requirements and associated Data Item Descriptions (DIDs)

REPORT DOCUMENTATION PAGE

1a. REPORT SECURITY CLASSIFICATION UNCLASSIFIED		1b. RESTRICTIVE MARKINGS	
2a. SECURITY CLASSIFICATION AUTHORITY		3. DISTRIBUTION AVAILABILITY OF REPORT	
2b. DECLASSIFICATION/DOWNGRADING SCHEDULE			
4. PERFORMING ORGANIZATION REPORT NUMBER(S)		5. MONITORING ORGANIZATION REPORT NUMBER(S)	
6a. NAME OF PERFORMING ORGANIZATION NAVAL SAFETY CENTER	6b. OFFICE SYMBOL (If applicable)	7a. NAME OF MONITORING ORGANIZATION	
6c. ADDRESS (City, State, and ZIP Code) Naval Air Station Norfolk, VA 23511-5796		7b. ADDRESS (City, State, and ZIP Code)	
8a. NAME OF FUNDING/SPONSORING ORGANIZATION Joint Services Safety Conference	8b. OFFICE SYMBOL (If applicable) JSSC	9. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER	
8c. ADDRESS (City, State, and ZIP Code)		10. SOURCE OF FUNDING NUMBERS	
		PROGRAM ELEMENT NO.	PROJECT NO.
		TASK NO.	WORK UNIT ACCESSION NO.
11. TITLE (Include Security Classification) Standardized procedure for system safety input to the Defense Technical Information Center (DTIC).			
12. PERSONAL AUTHOR(S) Kinzey, R. Paul/Kniepp, Norbert			
13a. TYPE OF REPORT Final	13b. TIME COVERED FROM TO	14. DATE OF REPORT (Year, Month, Day) 870227	15. PAGE COUNT 6
16. SUPPLEMENTARY NOTATION Prepared in cooperation with the Joint Services Safety Conference System Safety Panel. Sponsored by the Service Safety Centers and OASD (EM&P/S&OH).			
COSATI CODES		18. SUBJECT TERMS (Continue on reverse if necessary and identify by block number)	
FIELD	GROUP	SUB-GROUP	
15	05		
13	12		
19. ABSTRACT (Continue on reverse if necessary and identify by block number)			
<p>Considerable system safety hazard analysis reports are developed under USA, USN, and USAF contracts and project orders. These reports are not always being submitted to DTIC. System safety reports in DTIC are not easy to retrieve using system safety engineering and management terminology. The purpose of this guide is to provide standard procedures and terminology for submitting system safety reports to DTIC for subsequent data retrievals.</p>			
20. DISTRIBUTION/AVAILABILITY OF ABSTRACT <input checked="" type="checkbox"/> UNCLASSIFIED/UNLIMITED <input type="checkbox"/> SAME AS RPT <input type="checkbox"/> DTIC USERS		21. ABSTRACT SECURITY CLASSIFICATION	
22a. NAME OF RESPONSIBLE INDIVIDUAL P. P. Kinzey		22b. TELEPHONE (Include Area Code) (804) 444-7926	22c. OFFICE SYMBOL 90B

AD NUMBER		DATE	DTIC ACCESSION NOTICE
1. REPORT IDENTIFYING INFORMATION		<u>REQUESTER:</u> 1. Put your mailing address on reverse of form 2. Complete items 1 and 2 3. Attach form to reports mailed to DTIC 4. Use unclassified information only <u>DTIC:</u> 1. Assign AD Number 2. Return to requester.	
A. ORIGINATING AGENCY			
B. REPORT TITLE AND OR NUMBER			
C. MONITOR REPORT NUMBER			
D. PREPARED UNDER CONTRACT NUMBER			
2. DISTRIBUTION STATEMENT			

DTIC FORM 50
DEC 80

PREVIOUS EDITIONS ARE OBSOLETE

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FIGURE 2

END

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